

## ALR Survey Preparedness Checklist

Below is a list of commonly requested items during a re-licensure survey inspection\*.

These items are expected to be provided as soon as possible, and as they become available on an individual item basis. This list serves as guidance for all survey types and is subject to change upon inspection.

- ☐ Resident Roster
- ☐ Personnel Information (refer to 7.12)
  - ☐ Staff List
  - ☐ Contact information
  - ☐ Criminal History Record Checks and CAPS Checks
  - ☐ Influenza vaccination records
  - ☐ TB testing for employees and volunteers
  - ☐ Evidence of trainings and certifications (including QMAP verification)
- ☐ Staff Schedule
- ☐ Administrator Training Certification
- ☐ Policies and Procedures
  - ☐ Please review the [ALR Policy and Procedure Guidance Document](#) to ensure policy compliance
- ☐ Access to Complete Resident Records (refer to 12.8, 18.8). For example, MARs, comprehensive assessments, practitioner's orders, progress notes, face sheets, care plans etc.
- ☐ Quality Management Program
- ☐ Abuse/Neglect/Exploitation/Injuries of Unknown Origin Investigations
- ☐ Incident Reports
- ☐ Resident Agreement Template
- ☐ Notices of Involuntary Discharge

\*Note: Every inspection is different and may require additional requests.

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